

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
106 South 15th Street
Omaha, Nebraska 68102-1618

OM 25-1-79

CENWO-IM/ED

Memorandum
No. 25-1-79

15 April 2003

Information Management
DRAWING AND PAPER REPRODUCTION

History. This constitutes a new memorandum.

Summary. The Omaha District currently has the capability of reproducing multiple copies of design drawing sheets and paper documents on Defense Automating Printing Service (DAPS) equipment located on the 4th floor of the 106 Federal Building in Omaha, Nebraska. This memorandum assigns a standard form that is to be used by Omaha District organization elements for requesting reproduction of both drawing and paper documents.

1. Applicability. This memorandum applies to all of the Omaha District and its administratively serviced elements.

2. Policy. Large reproduction orders require the use of DAPS services in the 106 Federal Building. Completion of the NWO Form 25-2, Omaha District Reproduction Request for Drawing and Paper Copies, is required. This form is not to be used for reproduction completed by Government Printing Office (GPO) contractors or the DAPS plant at Offutt AFB, NE. If the requirements for reproduction fall outside the parameters listed on the form for local reproduction, the DAPSBOO-Omaha 5600/2 Reproduction Request form must be completed.

a. The NWO Form 25-2 has been developed and is prescribed for use as the mechanism to order reproduction of drawing and paper documents on local DAPS equipment. This form contains information such as project name, location, PR&C Number, requestor's name, date of request, date needed, number of originals provided, number of copies required, method of binding, and distribution of reproduced documents.

b. Requests to change the content of the Omaha District Reproduction Request for Drawing / Paper Copies form will be submitted to the Information Management Office, Records Management (NWO-IM-C) for compliance with organizational structure and coordination with Records Management staff for approval. It is only available electronically via FormFlow. Questions regarding use of this form or corrections should be directed to the Information Management Office.

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3. Point of contact for this memorandum is Rich Smutny, CENWO-ED-DI, at extension 4528.

FOR THE COMMANDER:

TONY B. DAVIS
MAJ, EN
Deputy Commander